



Duty Statement

Classification: **Attorney V**

Position Number: **275-110-5781-008**

HCM#: **7528**

Branch/Section: **Legal Office / Advice Health, Contract Operations & Information Security**

Location: **Sacramento, CA**

Working Title: **Attorney V**

Effective Date: **April 1, 2026**

Collective Bargaining Identifier (CBID): **R02**

Supervision Exercised: Yes No

Telework: Office-Centered Remote-Centered Not Eligible

The Legal Office represents CalPERS in litigation and provides formal and informal legal advice regarding all legal issues at CalPERS, including the areas of benefit and membership entitlement, Board elections, health care, fiduciary matters, ethics, information technology, information security, data privacy, contracts, public records, labor and employment, open meetings, and investment related matters.

Under the general direction of the Assistant Chief Counsel, the Attorney V specializes in law related to CalPERS information technology, information security, data privacy, intellectual property, and contracts matters and independently, with the highest level of expertise, provides legal advice related to the most complex and difficult program matters in these areas. The incumbent is the legal subject matter expert and may function in a lead capacity.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork; in-person collaboration; personal interactions with members, stakeholders, and other team members; and cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, and strategy sessions between team members.

35% Onsite¹ and virtually, independently provides the highest level of expertise and advises senior and executive management and the Board of Administration on the most complex and difficult information technology, information security, data privacy, intellectual property, and contracts matters administered by various program areas, including the Information Technology Services Branch, the Operations Support Services Division, the Information Security Office, the Communications and Stakeholder Relations Branch, and the Customer Services and Support Branch. Represents CalPERS in and directs high profile information technology and information

security audits and disputes; contract negotiations, disputes, and protests; and cybersecurity-related events and incidents, and related litigation. Advises clients on the most difficult, complex and sensitive governmental law matters associated with these areas, including Constitutional and statutory interpretation. Analyzes and drafts/edits documents including, but not limited to, contracts, Information Security Addenda and NDAs. Reviews and approves critical correspondence and other critical documents related to the same. Independently confers with CalPERS senior and executive management and others to gather necessary background, interpretation, and context of issues and facts presented in opinion requests. Researches and writes innovative and complex formal and informal legal opinions. Ensures opinions are timely, accurate and complete; presents alternative courses of action and legal analysis of those alternatives where appropriate, with a recommendation.

- 25% Onsite and virtually, provides informal written and/or oral advice to CalPERS senior and executive management, and other staff on a variety of program-specific legal issues in the areas of information technology, information security, data privacy, intellectual property, contracts and procurements, as needed. Evaluates the most difficult and complex state and federal legislation and regulations to determine the potential impact on CalPERS, including assisting in the preparation of bill analyses, drafting legislation and regulations, and recommending amendments. Advises on complex administrative law, Public Contract Code, State Administrative Manual, Statewide Information Management Manual, conflicts of interest, Public Records Act Requests and open meeting law issues.
- 20% Onsite and virtually, functions as the CalPERS legal subject matter expert in the areas of information technology, information security, data privacy, intellectual property, contracts and procurement law and is responsible for contact with the State Legislature, the Governor's Office and Department of Finance, other State agencies, federal agencies, and CalPERS' stakeholders on matters involving these areas of the law.
- 10% Onsite and virtually, keeps senior and executive management informed of the status of all assignments, confers with, and provides the highest level of expertise and advice to clients on all substantive matters. Keeps the Assistant Chief Counsel, Associate General Counsel, Deputy General Counsel and General Counsel informed on the status of all significant assignments. Represents CalPERS on a variety of the most difficult and complex legal issues.
- 5% Onsite and virtually, acts in a lead capacity to control work by prioritizing and scheduling work so that assignments flow smoothly through the Legal Office and are completed in a timely manner.
- 5% Onsite and virtually, pursues continuing education by attending continuing education/training classes as needed and keeping up with the new developments that are relevant to legal issues affecting the services provided by CalPERS.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.

- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**